



Language World 2015 – Speaker Guidelines

1. Attendance

We very much hope that our speakers will be able to attend the whole conference. In order to attend sessions, **a separate booking form must be completed**. One speaker will be entitled to attend Language World free of charge on the day of the session they are delivering but will still be required to complete a booking form. You will receive an email with a booking form attached as soon as it becomes available.

2. Speaker expenses

We are able to offer **one speaker per session one free day's attendance** at the conference, on the day of their talk (includes lunch and tea/coffee). In addition, we will provide **up to £50** towards travel costs after the event upon the production of travel tickets or receipts.

The Association **only** reimburses the most economical second class fares for train journeys and you must book well ahead wherever possible. Please check with the ALL office if you need to travel to Language World by car as this **must be agreed in advance**.

For speakers outside the UK, expenses from the UK point of entry only will be reimbursed.

We are more than happy for two or more speakers to present together but as we are a small charity we are unable to cover any additional costs. Additional speakers are expected to register as Language World delegates unless special arrangements are made in advance.

Like all subject associations we depend upon the goodwill of speakers and their employers in order to provide a high-quality conference at the lowest possible cost to participants. Our funds do not permit us to offer a fee for speakers, nor overnight accommodation. Equally, it is helpful if speakers can claim their course fee and travel costs from other sources.

3. Length of talks

With the exception of plenaries and major talks, all sessions will last for 45 minutes, and we request that you ensure a prompt start and finish to your talk.

4. In preparing abstracts and talks/ workshops please take into account that the Association serves and represents all sectors of education and all languages and examinations systems in the UK. Content should therefore be as inclusive as possible.

5. Inclusion and accessibility

Please bear in mind the importance of preparing a talk that will be accessible to all participants. Ensure that visual aids are completely legible with large print and give the audience adequate time to read visual aids. We will ask participants to inform us of any special requirements they have prior to the conference, and we will inform you if your talk needs to address any specific special requirements.